



OHIO DEPARTMENT OF EDUCATION

Connected Ohio Records for Educators (CORE)

Online Applications
User Manual

CONNECTED OHIO RECORDS FOR EDUCATORS

Online Applications User Manual

© October 2012
Ohio Department of Education
25 S. Front St.
Columbus, OH 43215-4183

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CORE Overview

The Connected Ohio Records for Educators (CORE) system manages all aspects of educator licensing from graduation through retirements. The application is divided into five modules: Credential Eligibility, Finance, Professional Conduct, Pupil Activity, and Resident Educator. The Credential Eligibility module is the heart of the CORE system. This module maintains records for educators on all credentials for which they have applied for, and the outcome of each application. Historical information is maintained on all educators for reporting and tracking purposes. The Finance module is used to manage all monetary transactions regarding Licensure. All processing and application fees are tracked through this system. Professional Conduct investigates any legal questions regarding an educator's qualification to teach in the State of Ohio. Applications can be denied for professional conduct reasons and existing licenses can be revoked or voided through this module. The Pupil Activity module tracks programs offered by providers of pupil activity training, and the registrants in these programs. The Resident Educator module tracks educators after they receive their initial license for assessment in becoming eligible for Professional licensing in the State of Ohio.

Accessing the System

SAFE Login

Access to the Online Applications system is controlled through the Secure Application for Enterprise (SAFE) portal. An end-user must have a SAFE account in order to access the CORE System. Access the main ODE web page by going to www.ode.state.oh.us, a page similar to [Figure OA.1](#) below will be displayed.

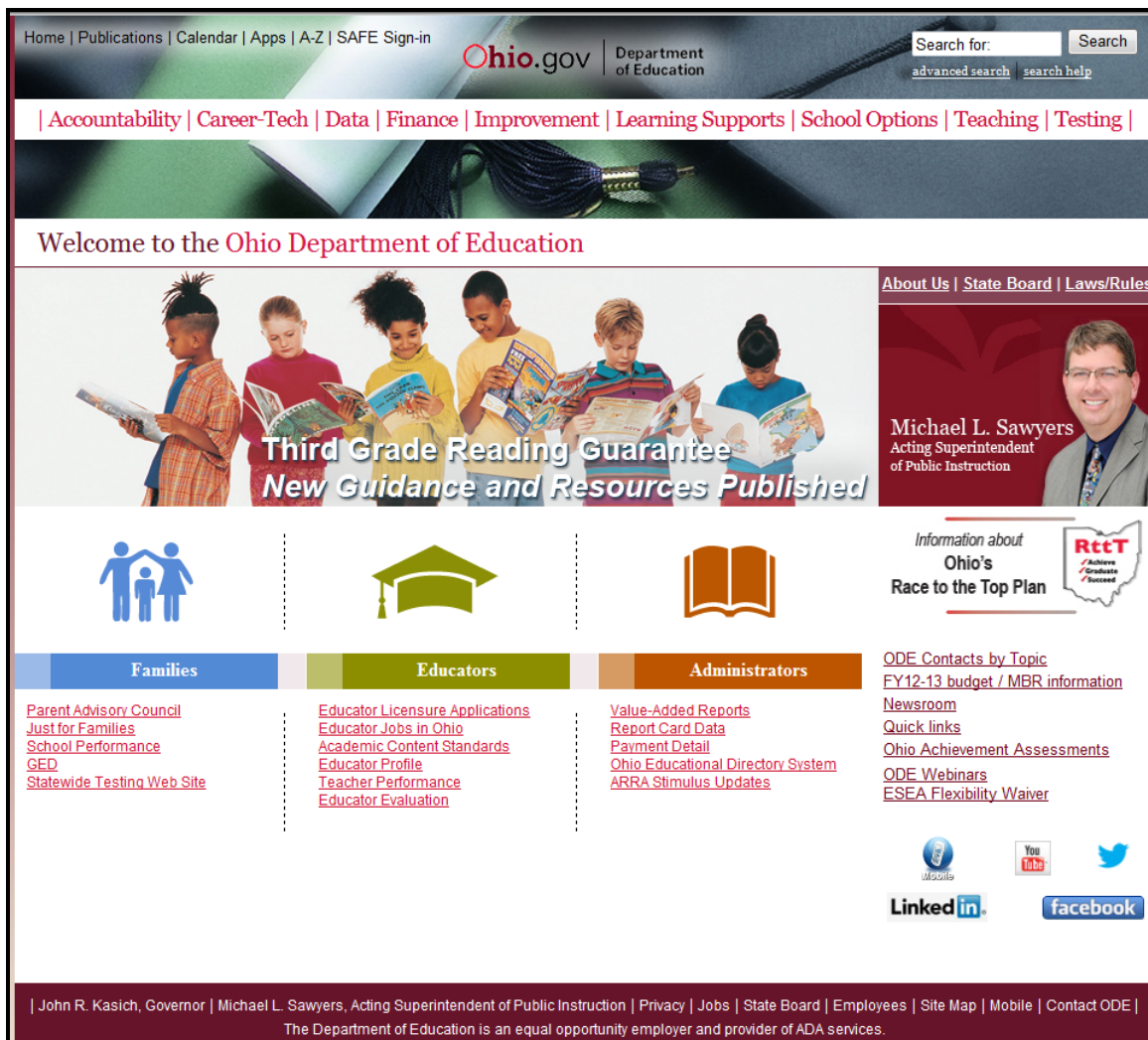


Figure OA.1 – ODE Home Page

Click on the SAFE Sign-In link (in the menu at the top left of the page highlighted by a box in above diagram for illustrative purposes). The SAFE Sign In page ([Figure OA.2](#)) is displayed.

Ohio.gov | Department of Education

[What is Safe?](#) [ODE Home](#)

What is SAFE?

The Ohio Department of Education (ODE) launched the Security Application For Enterprise (SAFE) Web portal in May, 2003. SAFE is a Web Portal and a "single sign on" software security solution for ODE customers.

Don't have a SAFE account? [Sign Up](#)

[Safe Signup help](#)

Sign in with your SAFE Account

☐ Are you an ODE employee?

User Name

Password [Forgot user name or password?](#)

[Sign In](#)

This is a restricted use computer system. Unauthorized access and/or use is prohibited by law. All users accessing this system are subject to having all of their activities on this system monitored and recorded by system personnel. This system may be monitored for a variety of reasons such as maintenance, troubleshooting and investigating suspected or known unauthorized activity. Users should not have an expectation of privacy while using this system.

Anyone using this system expressly consents to having their activities monitored and is advised that if a review reveals possible evidence of abuse or criminal activity, system personnel may provide the evidence of such monitoring to law enforcement and/or appropriate department officials.

[John R. Kasich, Governor](#) | [Privacy Statement](#) | [Site Map](#) | [Jobs at ODE](#) | [Web Survey](#) | [Employees](#) | [State Board](#) | [Contact ODE](#) |
The Department of Education is an equal opportunity employer and provider of ADA services.

Figure OA.2 – SAFE Sign In Page

Enter the Account Name and Password and click **Sign In**. If a SAFE account is needed, click the [Sign Up](#) button below and to the left of the Sign-In section and follow the instructions for creating a SAFE account. If the "Invalid Password" message is displayed, click the [Forgot user name or password?](#) link and follow the instructions for having the password e-mailed. After a successful login, the SAFE Menu ([Figure OA.3](#)) is displayed.



Department
of Education

Reginald Sparkes
 DEVELOPMENT
[SAFE Home](#) | [ODE Home](#) | [Sign Out](#)

Reginald Sparkes
 blake@gmail.com
 2598 Kemperwood Dr.
 Blacklick, OH 43004
 614-226-6380 (Cell)

[Change Name](#)
[Change Email](#)
[Change Address](#)
[Change Phone](#)

[Change Password](#)
[Request access to GED/SES/Scholarship](#)
[Web system access information](#)
[Show my current roles/access](#)

Web Systems	Description
Career Technical Education Plan	Career Technical Education Plan Template
ELI Teacher Credentials Application	ELI Teacher Credentials Application
ELISA	Early Learning Integrated Suite Application
FSL	FSL - Forms and Surveys List
ODE.CORE	ODE Connected Ohio Records for Educators
Preschool Special Education State Unit Funding	Preschool Special Education State Unit Funding
SAFE Admin	SAFE Administration
SAFE Coordinator	SAFE Coordinator
SFPS	School Foundation Payment System
STARS V2.0	STARS Professional Development and Technical Assistance System
Title IV-A HSP	Title IV-A Head Start Plus
Usability Test Center	Please click here to help us make the ODE Web site easier to use

[John R. Kasich, Governor](#) | [Privacy Statement](#) | [Site Map](#) | [Jobs at ODE](#) | [Web Survey](#) | [Employees](#) | [State Board](#) | [Contact ODE](#) |
 The Department of Education is an equal opportunity employer and provider of ADA services.

Figure OA.3 – SAFE Menu

The number of items on this menu will vary widely depending on the permissions for the account that is logged in. To access CORE, click the [ODE.CORE](#) link. This link has been highlighted by a border in the figure above for illustrative purposes.

The main CORE Portal Page is displayed ([Figure OA.4](#)).

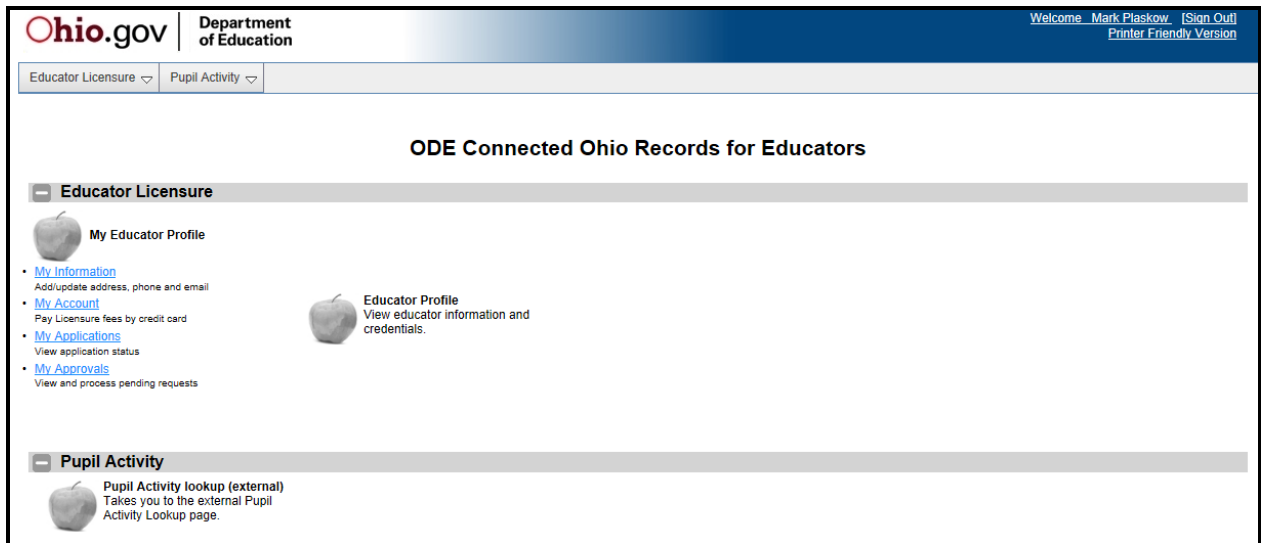


Figure OA.4 – CORE Portal

Navigating and Sorting

On many of the pages within the system, grids like the one shown in Figure OA.6 are used to display and manage data. On the grids the number of items listed per page can be changed by using the drop-down selection list in the blue bar above or below the grid. Navigation to additional pages is done by clicking on the page number at the top-center of the navigation bar (ex. 1/8).

Grids can be sorted by clicking on the arrows in any of the column headers. A triangle icon will appear just to the right of the column header name to indicate the sort order. An upward pointing triangle indicates the column is sorted in ascending order, a downward pointing triangle indicates descending.

Online Application

The purpose of the Online Application is to provide a mechanism for existing or prospective educators to apply for and make payments for license requests or IPTI Registrations online. This function is made up of several sections, all under the general heading of “My Educator Profile”: My Information, My Account, My Applications, My Credentials, My Approvals, and IPTI Registrations. The My Information section is used to review and edit the demographic information that is on file with the Ohio Department of Education. The My Account section is used for paying fees by credit card. Transaction history and current balances can also be reviewed in the My Account module. The My Applications page is used to view a list of application requests and the status of each. The My Credentials page is used to view a list of credentials (active and historical) for an educator along with their dates and status. Online renewals may be done from this page. My Approvals is for persons with the security role of ‘LPDC Chair/Designee’ or ‘Superintendent/Designee’. This screen will display application requests which are awaiting their online signature approval. The IPTI Registration module is used to electronically register for the IPTI program. The Online Application module is available to anyone with a SAFE account. It will appear as a menu item on their SAFE menu as the ODE.CORE application.

My Information

The My Information section of the Online Applications program is used to maintain the demographic information that is stored in OEDS-R (Ohio Educator Directory Service) as well as the Education Background of the person.

To access the My Information page:

1. Login to the SAFE portal.
2. Click on ODE.CORE link from the SAFE menu.
3. Click on the My Educator Profile drop down menu at the top, or on the apple next to ‘My Educator Profile’ on the CORE menu.
4. Click on My Information in the drop down menu.
5. The My Information page ([Figure OA.5](#)) is displayed and populated with the information from OEDS-R (Personal Information section).
6. Update any information in the Personal Information section (Address, Phone or Email) that is incorrect or has changed. Fields with an asterisk are required.
7. Click **Save** to commit changes.
8. A confirmation message will be displayed that the changes have been saved.

My Information

Please review your address, phone number, and e-mail address information below for accuracy. Need to make a payment? Select [My Account](#) from the CE Public menu above.

Personal Information

State ID:	AA1111112	SSN:	*****3493	Birth Date:	8/16/1960
First Name:	Carol	Middle Name:		Last Name:	Myers
Gender:	F	Has SAFE Account:	☐	Last Updated:	1/1/0001 12:00:00 AM

Address

Address Details	Action
Home Mailing Address (Primary) 25 S Front Street Columbus, OH 43220	 
School or District Mailing Address 1234 main street dublin, OH 43017	 

Phone

Type	Number and Ext.	Primary	Publicly Listed	Action
Fax Number	(614) 999-9999		☐	 
Office Phone Number	(614) 488-7777		☒	 

 Add New Phone

Email

Type	Address	Primary	Publicly Listed	Action
Office Email	carol.myers@education.ohio.gov		☒	 

 Add New Email

Figure OA.5 – My Information

My Account

The My Account section is used to review transaction history and pay for any application requests that are on Payment Hold, On Hold for NSF Payment, or make a payment for an IPTI Registration. When the My Account module is selected, the screen in [Figure OA.6](#) is displayed when there are no pending transactions for the person.

My Account

Educator Info
State ID: AA1111112 First Name: Carol Last Name: Myers Birthdate: 8/16/1960

Transaction History
If your current Account Balance is negative, that amount must be applied to your account before any requests on Payment Hold can be issued.
Current Account Balance: **\$25.00**

Date	Description	Paid By	Fiscal Year	Amount
09/04/2012	Payment	Check	FY2013	\$50.00
07/19/2012	License Issued	--	FY2013	\$25.00
07/19/2012	Payment	Credit Card	FY2013	\$25.00
07/18/2012	License Issued	--	FY2013	\$25.00

1/1 10

Total Payment
The total amount that will be charged to your credit card is shown below. Please provide and confirm billing and credit card details. When you are finished, click on "Submit Payment" button to make payment.

Current Account Balance: \$25.00
None: \$0.00

Total Payment Amount: \$0.00 Remaining Account Balance: **\$25.00**

Next

Your Total Payment Amount must be greater than \$0.00 to proceed.

Figure OA.6 – My Account

When an application request is on hold for Payment, the screen in [Figure OA.7](#) is displayed after the Payment transactions section.

Requests on Payment Hold

Requests that are on Payment Hold must be paid one at a time due to fee discounting calculations that must be done after a credential is issued. After payment is made, you can return to this screen to make another payment if you have multiple requests on Payment Hold. (Note: Payment does not guarantee a request will be issued if we have received a failed BCI or FBI check.)

Please note that the system will attempt to issue the oldest credential on payment hold first when a payment is received.

Select	Request Details	
☒	Credential: 4 Year Educational Aide Permit Educational Aide Effective Year: 2012 Teaching Fields: Stenography/Typing	Action: New In State Status: Payment Hold Amount Due: \$100.00 Mail To: Reynoldsburg City School District Valid In: Reynoldsburg City School District

⏪

⏩

10

Total Payment

The total amount that will be charged to your credit card is shown below. Please provide and confirm billing and credit card details. When you done, click on "Submit Payment" button to make payment.

Current Account Balance: \$35.00 ☐ Do not apply positive account balance to make payment.

Selected Payment Hold: \$100.00

Total Payment Amount: \$65.00 Remaining Account Balance: \$0.00

➡

Next

Figure OA.7 – Payment Hold

Note for IPTI Registrations (Intensive Pedagogical Training Institute)only: When an IPTI Registration payment is pending, the screen in [Figure OA.8](#) is displayed after the Payment transactions section.

IPTI Registration

You have submitted an IPTI Registration and indicated that you would pay online. Please check the box below to select this registration for payment. If this is not correct, please edit your IPTI Registration and change the Payment Method section to something other than pay online.

☐ IPTI Registration Payment - \$200.00

Total Payment

The total amount that will be charged to your credit card is shown below. Please provide and confirm billing and credit card details. When you done, click on "Submit Payment" button to make payment.

Current Account Balance: \$0.00

None: \$0.00

Total Payment Amount: \$0.00	Remaining Account Balance: \$0.00
------------------------------	-----------------------------------

Your Total Payment Amount must be greater than \$0.00 to proceed.

Figure OA.8 – IPTI Registration Payment

To make a Payment:

1. Click the checkbox for the application to make a payment for.
2. The system will automatically apply any existing balance to the payment.
3. If the existing balance should not be applied, click the checkbox marked "Do not apply positive balance to make payment" and the Total Amount Due will automatically change to reflect the new balance due.
4. Click Next.
5. The Credit Card Payment Billing Information page ([Figure OA.9](#)) is displayed.
6. Complete all required fields and then click **Submit Address**.
7. The Payment Information page ([Figure OA.10](#)) is displayed.
8. Enter the required fields (marked with an *) in the Billing Information section. This information must match the billing information on the credit card. Click on the "What's this?" link under the CCV # field to learn where to find this information on different types of credit cards. ([Figure OA.10](#))
9. Click **Submit Payment**.
10. A confirmation dialog ([Figure OA.11](#)) will be displayed with a summary of the Amount being paid. Click **Pay** to confirm or **Close** to cancel.
11. If the payment is successful, the Credit Card Payment Confirmation page ([Figure OA.12](#)) is displayed.
 - a. If the payment is not successful, an error message will be displayed with details about why the transaction failed. Correct any incorrect information and click **Submit** again.
12. Click the **Print Receipt** button to print the page.

13. Click **Go to My Account**.

14. The My Account page ([Figure OA.6](#)) will be re-displayed. A new transaction with the description "Payment" will be displayed along with a Paid By of "Credit Card" and the amount. A second transaction with the description "License Issued" will also be displayed indicating that the request successfully issued a new credential.

Credit Card Payment

Total Payment

The total amount that will be charged to your credit card is shown below. Please provide and confirm billing and credit card details. When you done, click on "Submit Payment" button to make payment.

Current Account Balance:	\$35.00
Selected Payment Hold:	\$100.00
Total Payment Amount:	\$65.00

This transaction will use your positive account balance to make payment, remaining Account Balance will be: \$0.00

Billing Information

Address : *

City:*
State:*
Zip:*
Phone:*
E-Mail:*

Figure OA.9 – Credit Card Payment – Billing Information

Credit Card Payment

Total Payment

The total amount that will be charged to your credit card is shown below. Please provide and confirm billing and credit card details. When you done, click on "Submit Payment" button to make payment.

Current Account Balance: \$35.00
Selected Payment Hold: \$100.00
Total Payment Amount: \$65.00

This transaction will use your positive account balance to make payment, remaining
Account Balance will be: \$0.00

Billing Address

Address: 2598 Kemperwood Dr.
Blacklick , OH 43004
Phone: 614-4603200
E-Mail: kevin.stough@ode.state.oh.us

 Edit Address

Payment Information

Credit Card Type:*

-- Select Card Type -- 

Credit Card Number:*

Name On the card:*

Expiration Month:*

--Select Month-- 

Expiration Year:*

-- Select Year -- 

CVV# [What's this?](#) :*

 Submit Payment

 Clear

 Cancel 

Figure OA.10 – Credit Card Payment – Payment Information

Confirm Payment Details

×

Verify payment details:

Total Payment Amount:	\$65.00
Account balance after this transaction:	\$0.00

Please verify this information is accurate before proceeding with the transaction. If the calculations above are incorrect, please click the "CLOSE" button below and review the prior payment screen details for errors. If the calculations above are accurate, please click the "PAY" button below to proceed with the transaction.

Close

Pay

Figure OA.11 – Confirm Payment

Credit Card Payment

Total Payment

The total amount that will be charged to your credit card is shown below. Please provide and confirm billing and credit card details. When you done, click on "Submit Payment" button to make payment.

Current Account Balance: \$35.00
Selected Payment Hold: \$100.00
Total Payment Amount: \$65.00

This transaction will use your positive account balance to make payment, remaining
Account Balance will be: \$0.00

Billing Address

Address: 2598 Kemperwood Dr.
Blacklick , OH 43004
Phone: 614-4603200
E-Mail: kevin.stough@ode.state.oh.us

Payment Confirmation

Thank you for using the CORE online payment system. We have received your **Request On Hold** payment. You can use the [Educator Profile](#) page to verify that your credentials have issued. Please note that even though payment has been received, it can take several minutes for a credential to issue.

Date:	6/11/2012
Credit Card Type:	Visa
Last Four Digits of the Credit Card:	2225
Authorization Number:	TAS949
Charged Amount:	\$65.00

Please print this page for your records.

Office of Educator Licensure
25 South Front Street, Mail Stop 105
Columbus, OH 43215-4813
Phone: (614) 466-3593

 Print Receipt

 Go to My Account

Figure OA.12 – Payment Confirmation

My Applications

The My Applications module is used to view a list of all application requests submitted by an educator. The date of the request, the credential(s) included in the request, the type of the application (new/renewal), and the status are listed. If an application is pending review it may be edited or deleted. If it has already been issued or declined, it cannot be edited or deleted. A sample of the My Applications page is shown in [Figure OA.13](#).

My Applications

Educator Info
State ID: AA1111111 First Name: Kevin Last Name: Stough Birthdate: 10/10/1978

Application Summary
Sort By: Application Receive Date (Descending)

7/8 10

Received: 8/9/2007
Name: Stough, Kevin (AA1111111)

Source: Paper
Status: Review

Updated: 8/16/2012
In Queue: Stough, Kevin

Requests:

Action: Correct	Credential: 1 Year Temporary Certificate - Occupational Therapist	Status: <u>Approved Pending OPC Review</u>
Action: Renew	Credential: 1 Year 12 Hour Teaching Permit - Special All Grades (K-12)	Status: <u>Pending Review</u>
Action: New In State	Credential: 3 Year Pupil Activity Supervisor Permit - N/A	Status: <u>Pending Review</u>
Action: Reprint	Credential: 2 Year Provisional License - High School (7-12)	Status: <u>Pending Review</u>
Action: Add Area	Credential: 2 Year Provisional License - Adolescence to Young Adult (7-12)	Status: <u>Pending Review</u>
Action: Relinquish	Credential: 4 Year Educational Aide Permit - Educational Aide	Status: <u>Pending Review</u>

Received: 8/9/2007
Name: Stough, Kevin (AA1111111)

Source: Paper
Status: Processed

Updated: 3/23/2012

Requests:

Action: New In State	Credential: 1 Year Long Term Substitute License - Adolescence to Young Adult (7-12)	Status: <u>Declined</u>
----------------------	---	-------------------------

Received: 8/9/2007
Name: Stough, Kevin (AA1111111)

Source: Paper
Status: Review

Updated: 10/18/2011
In Queue: Stough, Kevin

Requests:

Action: New In State	Credential: 2 Year Provisional License - Career Technical (4-12)	Status: <u>Approved Pending OPC Review</u>
----------------------	--	--

Received: 8/9/2007
Name: Stough, Kevin (AA1111111)

Source: Paper
Status: Review

Updated: 8/20/2012
In Queue: Myers, Carol

Requests:

Action: New In State	Credential: 5 Year Long Term Substitute License - Career Technical (4-12)	Status: <u>Issued</u>
----------------------	---	-----------------------

Received: 8/9/2007
Name: Stough, Kevin (AA1111111)

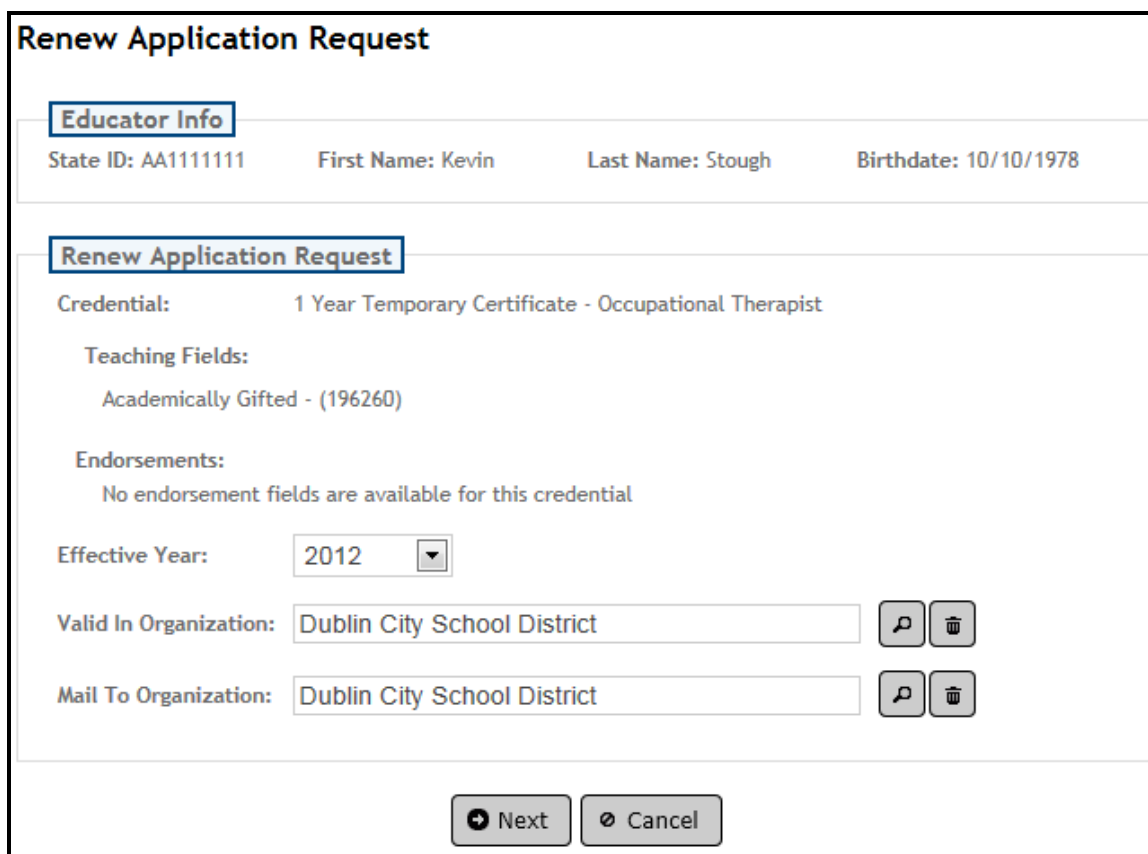
Source: Paper
Status: Review

Updated: 8/21/2012
In Queue: Chowdhary, Arun

Figure OA.13 – My Applications

To edit an application request:

1. Click on the edit icon  in the grey bar of the credential application needing to be edited. At this point you may change the Effective Year, the Mail To Address/Organization, the Background Check and Legal Questions, and the required signatures only. The credential itself cannot be changed. If you need to request a renewal of a different credential, you must delete the application request and resubmit a new one.



Renew Application Request

Educator Info

State ID: AA1111111 First Name: Kevin Last Name: Stough Birthdate: 10/10/1978

Renew Application Request

Credential: 1 Year Temporary Certificate - Occupational Therapist

Teaching Fields:
Academically Gifted - (196260)

Endorsements:
No endorsement fields are available for this credential

Effective Year: 2012

Valid In Organization: Dublin City School District

Mail To Organization: Dublin City School District

Next Cancel

Figure OA.14 – Edit Application Request

2. To change the Valid In Org or the Mail To Org, click on the  icon and search for the organization by either the IRN or the name. Type in the IRN number or the full name/parts of the name and click "Find Organization".

Search Organization

Search on:

IRN: Name:
(Wildcard "*" allowed.)

Find Organization

Search Result

IRN	Name
001778	Dublin City Schools LPDC
047027	Dublin City School District
064758	Dublin Coffman High School
093930	Dublin Latch Key
093948	Dublin Latch Key
120485	Dublin Scioto High School
134411	Dublin Academy of Ohio
143032	Dublin Prep Academy
146795	Dublin Prep Academy
146928	Dublin Jerome High School

Close

Figure OA.15 – Search Organization

3. Click 'Next'.
4. The Background Checks and Signatures page will be displayed. Answer all of the background check and legal questions with either a Yes or No. If any legal question is answered as 'Yes', then the explanation box will be opened and you must enter an explanation for your answer.

If you answer YES to any question, you must provide an explanation. Please include the year of conviction, the nature of the offense and the court where the matter was heard:

5. Check the 'Applicant Signature' box to certify that all of the questions are answered truthfully and to verify your signature.

6. If a Superintendent, LPDC, or Dean signature is required for this application, the 'Signature' box will be displayed. To find the appropriate organization, click the Search icon  to open the Search Organization dialog box.
 - a. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which begin with the words 'Ohio State'. A search for '*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)
 - b. Click Find Organization.
 - c. Click on the correct Organization to select.
 - d. The Find Organization dialog box will close and the organization name will populate in the Organization field.
7. After selecting the correct organization, select the correct signer. A box will open with the possible signers. Click on the correct name, then click on 'Select Signature Person'. The name of the signer will populate in the Signature Person Name box.
8. Click on 'Submit' to submit the application. To cancel out and not submit, click on 'Cancel'. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission.
9. If the application was submitted successfully, the 'My Account' screen will be displayed for payment. (See Section titled 'My Account'.)

How do I request a State ID online?

A **State Staff Identification number** (State ID) is one type of common identifier created and assigned by the Ohio Department of Education to identify individual people. The State ID number is very helpful when linking person records with unique data records related to that person, such as educator licenses, PRAXIS data, BCI and FBI Background check data, etc. State IDs also help ODE staff identify and reduce the occurrence of duplicate person records in ODE databases.

If you are an Ohio licensed educator, or ever requested educator licensure from ODE, you already have a State ID. To search for your State ID, simply go to the CORE Educator Profile module at this location and search for your information:

<https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx>

If you searched the CORE Educator Profile module and a State ID did not appear with your unique record, you can request a State ID through the CORE My Educator Profile module. Here are the steps:

1. First, you'll need a SAFE (ODE secure access) account. If you do not have a SAFE account, you can create one. Please use this link and select the "Sign Up" button: <https://safe.ode.state.oh.us/portal>
2. After you've created a SAFE account, log into SAFE and select "**ODE.CORE**" from the SAFE Portal Menu (example below):

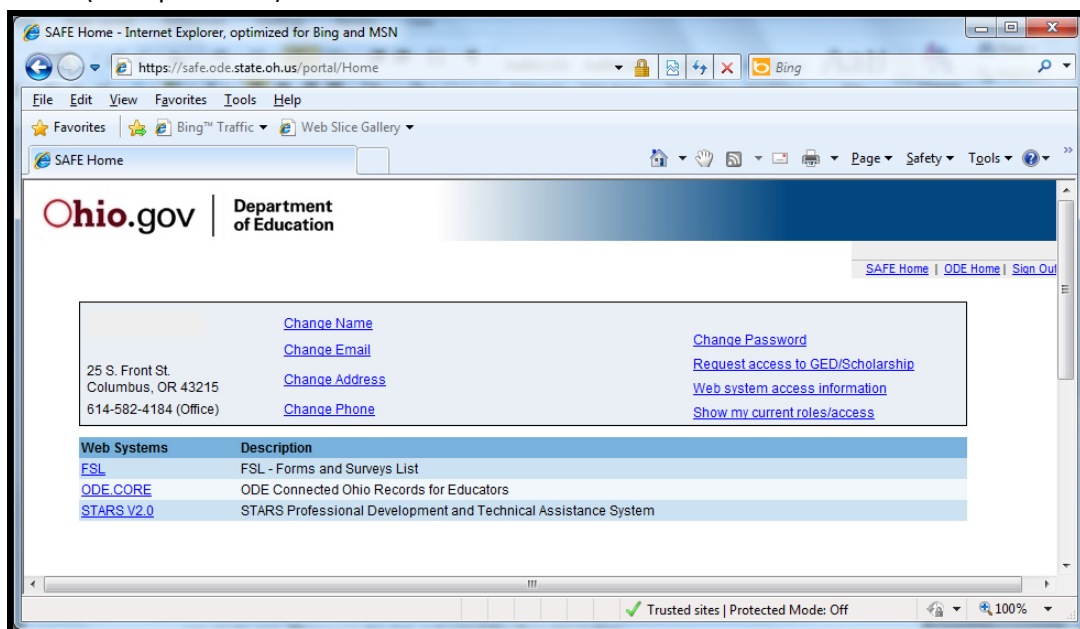


Figure OA.16 – SAFE Portal

3. Select "**My Educator Profile**" from the CORE Portal page:

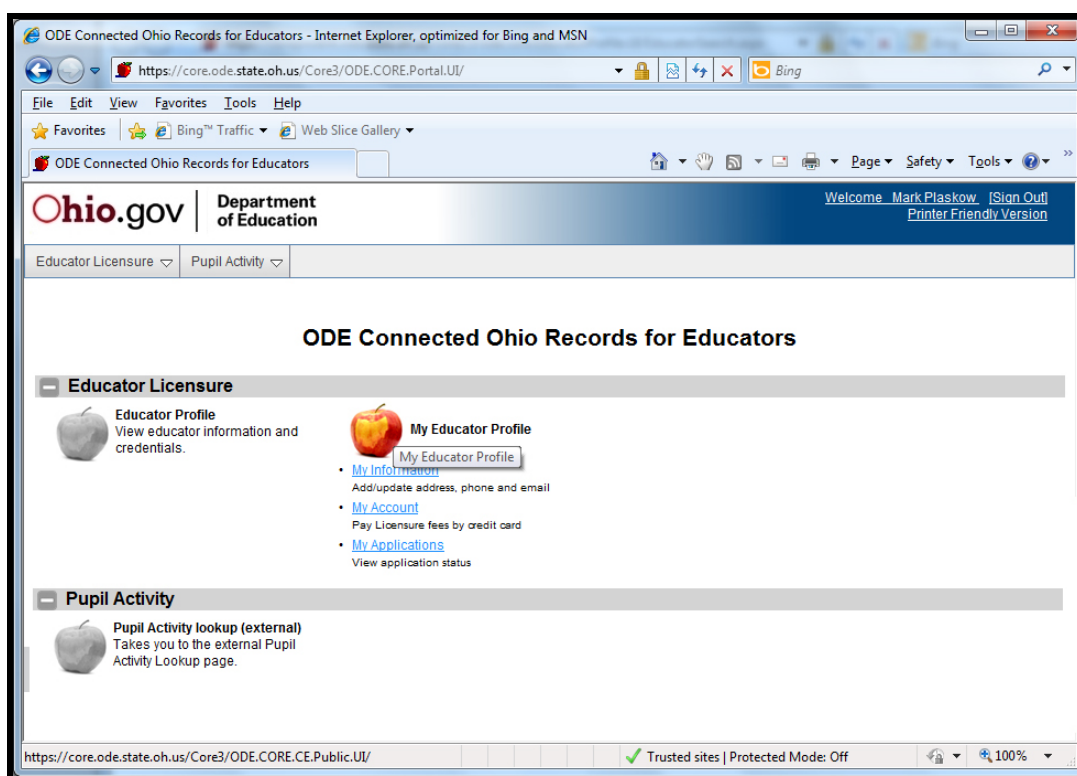


Figure OA.17 – CORE Main Menu

4. On the CORE My Educator Profile “My Information” page, select the **“Assign my State ID”** button, if it appears. **VERY IMPORTANT:** If you are a credentialed educator in the State of Ohio, you already own a State ID and it should display in the State ID cell of the Personal Information section. **IF** you are a credentialed educator in the State of Ohio **and** the “Assign My State ID” button appears, it is probable you have a duplicate record which requires maintenance in the ODE data system. **Please DO NOT click the “Assign My State ID” if you are a credentialed educator.** Instead, please contact ODE Educator Licensure Customer Support at Educator.Licensure@education.ohio.gov, and the duplicate records will be corrected. (See screenshot on next page).

Department
of Education

Welcome [FIN.Staff Core2](#) [\[Sign Out\]](#)
[Printer Friendly Version](#)

CE Public ▾ Administration Tools ▾ Ed Finance ▾ Ed Licensure ▾ Pupil Activity ▾

My Information

Please review your address, phone number, and e-mail address information below for accuracy. Need to make a payment? Select [My Account](#) from the CE Public menu above.

Personal Information

State ID:	+ Assign my State ID	SSN:	*****1768	Birth Date:	8/9/1928
First Name:	FIN.Staff	Middle Name:		Last Name:	Core2
Gender:		Has SAFE Account:	☐	Last Updated:	1/1/0001 12:00:00 AM

Address

No Address Available

Add New Address

Phone

No Phones Available

Add New Phone

Email

No Emails Available

Add New Email

Figure OA.18 – My Information

- If you've provided the required information, the request for the State ID will be processed automatically and populate the "State ID:" field in the "My Information" table:

Department
of Education

Welcome [FIN.Staff Core2](#) [\[Sign Out\]](#)
[Printer Friendly Version](#)

CE Public ▾ Administration Tools ▾ Ed Finance ▾ Ed Licensure ▾ Pupil Activity ▾

My Information

Please review your address, phone number, and e-mail address information below for accuracy. Need to make a payment? Select [My Account](#) from the CE Public menu above.

Personal Information

State ID:	AD0987675	SSN:	*****1768	Birth Date:	8/9/1928
First Name:	FIN.Staff	Middle Name:		Last Name:	Core2
Gender:		Has SAFE Account:	☐	Last Updated:	1/1/0001 12:00:00 AM

State ID generated successfully.

Address

No Address Available

Add New Address

Phone

No Phones Available

Add New Phone

Email

No Emails Available

Add New Email

Figure OA.19 –State ID Processed Successfully

My Credentials

The My Credentials page is used to view a list of credentials for an educator along with their dates and status. If a credential is up for renewal, the Action box will be displayed.

My Credentials

Educator Info
State ID: AA1111112 First Name: Carol Last Name: Myers Birthdate: 8/16/1960

Credential Summary
Sort By: Issue Date (Descending) ▾

1/1 10 ▾

Action	Credential
	Credential: 4 Year Resident Educator License - Middle Childhood (4-9) Status: Issued Effective Year: 2012 Original Issue Date: 7/16/2012 Last Print Date: 7/16/2012 Effective Date: 7/1/2012 Expiration Date: 6/30/2016 Teaching Fields:
Renew ▾ 2011 ▾ Add Renew Request	Credential: 1 Year Long Term Substitute License - Middle Childhood (4-9) Status: Issued Effective Year: 2011 Original Issue Date: 7/18/2012 Last Print Date: 7/18/2012 Effective Date: 7/1/2011 Expiration Date: 6/30/2012 Teaching Fields: Music - (120050) Issue Date: 7/18/2012
-- Select Action -- ▾	Credential: 1 Year Educational Aide Permit - Educational Aide Status: Issued Effective Year: 2011 Original Issue Date: 7/19/2012 Last Print Date: 7/19/2012 Effective Date: 7/1/2011 Expiration Date: 6/30/2012 Teaching Fields:

Figure OA.16 – My Credentials

To renew a credential:

1. Click on the Action dropdown next to the credential to be renewed. Select the correct Effective Year for the renewal. Then click on the button 'Add Renew Request'.

Renew Application Request

Educator Info

State ID: AA1111112First Name: CarolLast Name: MyersBirthdate: 8/16/1960

Renew Application Request

Credential: 1 Year Long Term Substitute License - Middle Childhood (4-9)
Teaching Fields:
No teaching fields are available for this credential
Endorsements:
No endorsement fields are available for this credential
Effective Year: 2011
Mail to Address: ☒ School ☐ Home

Next

Cancel

Figure OA.14 –Renew Application Request

2. Select the Effective Year.
3. Select whether the license will be mailed to your home address or the school organization by clicking on either the ‘School’ or ‘Home’ buttons.
4. If ‘School’ is selected, an Organization Search will appear for you to find the correct organization to send the license to. To find the appropriate organization, click the Search icon  to open the Search Organization dialog box.

Search Organization

Search on:

IRN: Name:
(Wildcard "*" allowed.)

Find Organization

Search Result

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IRN	Name
001778	Dublin City Schools LPDC
047027	Dublin City School District
064758	Dublin Coffman High School
093930	Dublin Latch Key
093948	Dublin Latch Key
120485	Dublin Scioto High School
134411	Dublin Academy of Ohio
143032	Dublin Prep Academy
146795	Dublin Prep Academy
146928	Dublin Jerome High School

Close

Figure OA.15 – Search Organization

- a. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which begin with the words 'Ohio State'. A search for '*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)
 - b. Click Find Organization.
 - c. Click on the correct Organization to select.
 - d. The Find Organization dialog box will close and the organization name will populate in the Organization field. The address will also appear for your confirmation.
5. If 'Home' is selected, your home mailing address from the OEDS system will be displayed. If this is not correct you may click on 'Edit Address' to change the mailing address.
 6. Click on the 'Next' button.

7. The Background Checks and Signatures page will be displayed. Answer all of the background check and legal questions with either a Yes or No. If any legal question is answered as 'Yes', then the explanation box will be opened and you must enter an explanation for your answer.

If you answer YES to any question, you must provide an explanation. Please include the year of conviction, the nature of the offense and the court where the matter was heard:

8. Check the 'Applicant Signature' box to certify that all of the questions are answered truthfully and to verify your signature.
9. If a Superintendent, LPDC, or Dean signature is required for this application, the 'Signature' box will be displayed. To find the appropriate organization, click the Search icon  to open the Search Organization dialog box.
 - a. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which begin with the words 'Ohio State'. A search for '*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)
 - b. Click Find Organization.
 - c. Click on the correct Organization to select.
 - d. The Find Organization dialog box will close and the organization name will populate in the Organization field.
10. After selecting the correct organization, select the correct signer. A box will open with the possible signers. Click on the correct name, then click on 'Select Signature Person'. The name of the signer will populate in the Signature Person Name box.
11. Click on 'Submit' to submit the application. To cancel out and not submit, click on 'Cancel'. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission.
12. If the application was submitted successfully, the 'My Account' screen will be displayed for payment. (See Section titled 'My Account' for detailed instructions on how to enter online payments.)

IPTI Registrations

The IPTI Registration module is accessed by persons that wish to register for the Intensive Pedagogical Training Institute electronically. A person can only have one registration for this coursework and the page shown in [Figure OA.13](#) is displayed when first accessed.

Registration List

Educator Info

State ID: AA1111111 First Name: Kevin Last Name: Stough Birthdate: 10/10/1978

Registrations

No Registrations Available

-- Select Credential --

+ Add New Registration

Figure OA.13 – IPTI Registration

To create the IPTI Registration:

13. Select the Credential that will be applied for after completion of the training from the drop-down list and click **Add New Registration**.
14. A page similar to [Figure OA.14](#) will be displayed.
15. Select the desired Teaching Fields and check each of the check boxes to verify that all requirements have been met.
16. Check the method of Payment under Payment options.
17. If all requirements have not been completed, click **Save**, which will not submit the form to be reviewed and the registration can be edited later and then submitted. If all requirements are completed, click **Submit** to send the form to ODE for review.
18. If the Pay Online option was selected, the My Account page will be displayed so that payment can be made online. If another Payment Option was selected, the IPTI Registration home page will be re-displayed and show the Registration and status ([Figure OA.15](#))
19. From this page, the Registration can be edited or deleted if the Status is still Pending Review. The Registration can also be printed from this page.

Registration Edit

Educator Info

State ID: AA1111111
First Name: Kevin
Last Name: Stough
Birthdate: 10/10/1978

Registration Info

Licensure type and teaching field sought:

4 Year Alternative Resident Educator License - Intervention Specialist (K-12)

Teaching Fields:

☐ Hearing Impaired
☐ Moderate/Intensive
☐ Visually Impaired

☐ Mild/Moderate

Checklist: (I have met the following requirements.)

☐ I have verified my address, email, and phone numbers on the My Information tab.

☐ BCI and FBI background check results on file at the Ohio Department of Education (ODE) are less than 365 days old. ODE is not able to accept paper reports. All background check reports must be submitted to this office via electronic submission directly from the Ohio Bureau of Criminal Investigation. When you have your fingerprints taken at a WebCheck facility, please ask the person taking the prints to check the box under "Reason Fingerprinted" to send the results to the Ohio Department of Education.

☐ Submitted Alternative Evaluation Request Application, received an evaluation and completed requirements as identified on the alternative evaluation worksheet (if any).

☐ Passed the content area examination for the licensure area you are seeking. Praxis II subject assessment for Intervention Specialist or Grades 4-12 Designed Subjects is required. For World Languages, the American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) are required. The scores have been electronically reported to ODE.

Payment Options:

The IPTI fee is \$200.00.

☒ I will send this registration to:
Ohio Dept. of Education
Office of Educator Licensure
25 S. Front St.
Mail Stop 105
Columbus, OH 43215

☐ I am completing the IPTI through a Career Technical Workforce Development Teacher Preparation Institution.
(The IPTI fee is included in the course fee.)
College/University where enrolled

☐ I will pay my fee online.

Upon acceptance into the IPTI, candidates will have six months to complete the self-paced IPTI modules.

Save

Submit

Cancel

Figure OA.14 – IPTI Registration Details

Registration List

Educator Info

State ID: AA1111111
First Name: Kevin
Last Name: Stough
Birthdate: 10/10/1978

Registrations

Updated	Credential	Status	Action
6/12/2012	4 Year Alternative Resident Educator License - Intervention Specialist (K-12)	Pending Review	

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Figure OA.15 – IPTI Registration Home

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My Approvals

The My Approvals module is accessed by persons that have been assigned the appropriate roles for signing electronic applications in OEDS. This group will typically include Superintendents, LPDC Chairs, College Deans, and their designees.



If a member of an ESC is to be responsible for signing applications online, they must be given the role of 'Superintendent Designee' for that district in order to do so.

To access My Approvals, select the My Educator Profile icon from the main CORE menu, then select "My Approvals" from the My Educator Profile drop-down menu. A list similar to [Figure OA.16](#) will be displayed.

My Approvals				
Pending Requests				
State ID ▾	Name ⇅	Credential ⇅	Request Date ⇅	New/Renew ⇅
OH9999999	Reginald Sparkes	1 Year Adult Education Permit - Adult Education	8/21/2006	New In State
OH9999999	Reginald Sparkes	1 Year Temporary Certificate - Occupational Therapist	8/21/2006	New In State
OH9999999	Reginald Sparkes	2 Year Alternative Educator License - Intervention Specialist (K-12)	8/21/2006	New In State
OH9999999	Reginald Sparkes	1 Year Provisional License - Middle Childhood (4-9)	8/21/2006	Renew
OH9999999	Reginald Sparkes	1 Year Provisional License - Middle Childhood (4-9)	8/21/2006	New In State
OH9999999	Reginald Sparkes	1 Year 12 Hour Teaching Certificate - Administrative Specialist	8/21/2006	New In State
OH3000309	Arun Chowdhary	1 Year Temporary Certificate - Vocational Education	4/26/2012	Renew
OH3000309	Arun Chowdhary	1 Year Temporary Certificate - Vocational Education	4/26/2012	Renew
OH3000101	Sri Chalasani	5 Year Professional License - Elementary (1-8)	11/16/2006	New In State
AA1111112	Carol Myers	1 Year Educational Aide Permit - Educational Aide	7/20/2012	Renew
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Figure OA.16 – My Approvals Home

This page displays the list of applications that have been submitted for review. To review and Approve/Decline an application, click anywhere in the row of that application. A page similar to [Figure OA.17](#) will be displayed.

My Approvals

Pending Requests

State ID	Name	Credential	Request Date	New/Renew
OH3000309	Arun Chowdhary	1 Year Long Term Substitute License - Early Childhood (P-3)	8/1/2012	Renew
OH3000309	Arun Chowdhary	1 Year Long Term Substitute License - Business Management	8/14/2012	Renew

Request Details

Credential: 1 Year Long Term Substitute License - Early Childhood (P-3)

Teaching Fields:
None

Endorsements:
None

Effective Year: 2012 Action: Renew

Mail to Address: ☒ School ☐ Home

Selected School: Graham Road Elementary School [014043]

Select School:

Physical Address :
1555 Graham Rd
Reynoldsburg
OH-43068 -2632

Action:

Notes:

Figure OA.17 – Review Online Application

The application can be reviewed and then either Approved or Declined. In the case of a Decline, an e-mail is sent to the applicant. Comments are required if an application is declined.

The signer can also change where the license will be mailed to at this point, by clicking on either ‘School’ or ‘Home’. If ‘Home’ is selected, the home address of the teacher will be displayed. If ‘School’ is selected, a drop down is available for the signer to select the entity where the license should be mailed to. To select one of the organizations in the drop down, simply click on the name. The address will be displayed below for your confirmation.

To approve or decline an application, click on the dropdown ‘Action’. Click on either ‘Approve’ or ‘Decline’. If ‘Decline’ is chosen, comments must be entered in the ‘Notes’ section.

Click on ‘Save’.

Note: Multiple signers may all receive applications to be approved in their inbox titled ‘My Approvals’. Once one person approves or declines an application, it will be removed from all signers inboxes.